State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 24 February 1997

KANSAS NATIONAL GUARD ENERGY PROGRAM

THIS SOP ESTABLISHES POLICIES OF THE ADJUTANT GENERAL OF KANSAS FOR THE KANSAS NATIONAL GUARD PERTAINING TO THE ENERGY PROGRAM.

ANNEXES

CHAPTER I - GENERAL

1-1. References:

a. AR 11-27, Army Energy Program.

b. AR 420-49, Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems.

c. KS-SOP 703-1, Federal Petroleum Products Supply and Management.

d. AR 710-2, Material Management for Using Units, Support Units, and Installations.

e. DOD Reg 4140-25-M, Procedures for the Management of Petroleum Products

f. KS-SOP 703-1, Federal Petroleum Products Supply and Management.

1-2. Purpose: The purpose of this regulation is to establish policies and procedures concerning utilization and conservation of energy resources.

1-3. Applicability: This SOP is applicable to all units and activities of the Kansas Army National Guard. It has equal application to day-to-day operation, Inactive Duty Training (IDT), Annual Training (AT), Active Duty Special Work (ADSW), Active Duty Training (ADT), or any other activity where energy resources are used. It is also applicable to all military personnel and civilian employees performing either State of Federal missions.

1-4. Objectives:

a. To assure the availability and supply of energy, with maximum conservation efforts, for mission accomplishment and optimum readiness posture.

b. To participate in and support The National and State Energy Plans, The Army Energy Plan, and National Guard Bureau Plans to conserve energy resources.

c. To insure that energy allocations are not exceeded.

d. To promote any awareness in all military personnel and civilian employees of the Kansas Army National Guard of the essentially of conserving all of our natural resources and to instill in those persons a willingness to participate in conservation efforts.

e. To delineate alternate methods of conducting training and administrative functions that will reduce energy consumption.

f. To recognize Kansas Army national Guard personnel that develop or suggest energy conservation measures, systems or programs by appropriate awards or commendations.

1-5. Responsibilities:

a. All commanders and supervisors are responsible for implementing policies and procedures of this SOP. Maximum conservation of energy resources will be enforced at all levels of command/ supervision.

b. All military members, civilian technicians and service contract employees are individually responsible for practicing energy conservation at all times. They are also responsible to report any violations of prescribed policies and procedures to their commander or supervisor, as appropriate.

1-6. Alternatives: When developing training programs or accomplishing administrative tasks, the following alternatives will be given priority consideration in the planning phase:

a. Consolidation of requirements/resources. Prior planning, coordination, imagination and common sense are the tools to use in consolidating requirements to match resources. The following guides are established (they are not intended to be limited or all inclusive):

(1) Use energy consuming equipment only when required to accomplish the mission.

(2) Use equipment that consumes the least amount of energy to accomplish the job. The logical sequence in determining vehicular/aircraft requirement is as follows:

(a) Is the planned use of the equipment essential?

(b) What cargo and/or personnel is required to be transported?

(c) Is another unit/activity/individual going to the same place? If so, can we consolidate our requirements without sacrificing mission requirements? Can dates/times be changed in order to effect consolidation?

(d) Once above determinations have been made, what vehicle(s) or aircraft will be required to perform the mission (i.e., would a bus be better than several small vehicles, would a large truck with trailer be better than two or more smaller cargo vehicles, would a different aircraft accomplish the job, could surface transportation be used in lieu of aircraft, could commercial transportation be used in lieu of military vehicles/aircraft, could simulators be used in lieu of other equipment, etc.?)

(e) Select method to be used to accomplish the mission.

b. Use of Simulators. A number of simulators are available in the inventory that can be used in lieu of major items of equipment. Simulators provide an excellent method to accomplish required training. Potential economics that can be realized from the use of simulators are: reduction in energy consumption, reduction in fuel costs, reduction in travel time, reduction in use of larger caliber munitions and resulting cost savings, wear and tear on the major piece of equipment with resulting reduction in maintenance costs, localized training rather than at distant locations, etc.. Simulators will be used to the maximum extent possible consistent with training requirements.

c. Use of Commercial Transportation. Consideration is to be given to the use of commercial in lieu of military transportation. In many cases, individuals or small groups of people can move more economically and faster by commercial transport. Larger groups, including units, can also be moved commercially at a cost and energy savings. However, distance to be moved will normally dictate the mode of transportation for larger groups. Considerations to be applied in determining the practicability of using commercial transportation are: training or administrative tasks to be accomplished, costs, distance, time, number of personnel, equipment needs, energy requirements and availability of commercial transport. Commanders/supervisors are to explore the possibility and/or feasibility of using commercial transportation to accomplish each training/administrative mission. Commercial transportation will be requested in those cases where it is determined that mission accomplishment can best be satisfied by using that mode.

CHAPTER II - UTILITIES

2-1. General: The usage of natural gas, heating oils and electricity accounts for approximately 20% of the ARNG total energy consumption. Conservation of these valuable resources is an area where each individual can make significant contributions with minimal sacrifice. Commanders and supervisors are responsible for insuring that heating and cooling temperatures are maintained IAW settings specified in the following paragraphs:

a. In addition to temperature controls, available funds and energy allocations establish constraints that must be adhered to. The proper application of conservation measures, primarily maintaining temperature controls specified in this regulation, will lessen the possibility of imposing additional restrictions.

b. Short term or occasional constraints that may become necessary due to shortage of funds or energy. Allocations will be announced in writing. Long-range or permanent changes will be published as changes to this SOP.

2-2. Heating Controls: (See AR 420-49) Temperature controls in buildings, sections of buildings or individual rooms in a building will be based on the type of occupancy and activity in the space. Commanders/supervisors will be responsible for making the determination as to the occupancy and activity. Temperature controls will be established accordingly. The maximum temperature authorized in any facility is 65°F. Temperatures higher than established maximums are to insure that sufficient heating is provided to adequately protect water lines from freezing.

a. In areas such as offices, administrative areas, lavatories, warehouses, shops and similar areas where personnel work seated or in a standing position involving little or no exercise, maximum temperatures will be 65°F during duty hours and 55°F during non-duty hours.

b. Drill floors, classrooms, rifle ranges, locker rooms and any other seldom used areas will not exceed 45°F when not in use. When in use, temperature controls will vary depending on the amount of physical exercise or movement.

c. In areas such as shops, hangars, warehouses and similar areas where many employees work in a standing position and exercise moderately, maximum temperature will be 55°F during duty hours and 40°F during non-duty hours.

d. Heating sources are to be turned off when the outside temperature is greater than 60°F.

e. Hot water heaters will be set so that water temperature does not exceed 105°F for personal hygiene or general cleaning. Hot water temperature controls for dish and utensil washing will be as prescribed in para 6-6c, AR 30-1. Exceptions are granted for those other areas that are specifically exempted by the United States Department of Energy.

f. All doors joining conditioned areas with non-conditioned areas will remain closed at all times except for entry/exit.

2-3. Cooling Controls: Minimum thermostat settings for air conditioning with be 78° F during working hours. During those periods when rooms/buildings are not occupied (normally outside of duty hours), air conditioners will be turned off. Exceptions are granted for those areas specifically exempted from temperature restrictions by the United States Department of Energy.

2-4. Electricity: Light fixtures and electrically operated equipment/appliances are to be turned off when not needed for mission requirements. Off duty night lighting will be limited to only those required for security purposes. Excessive lighting will be deactivated where possible (i.e., a bank of lights controlled by

one switch where only a portion of the lighting is actually needed, bulbs could be loosened or removed from unneeded fixtures).

2-5. Water: although not an energy source in itself, the conservation of water will receive the same degree of attention as the energy sources. Pumping, purifying, storage and distribution of water supplies requires the use of other energy resources. Therefore water conservation provides not only a saving of that valuable resource, but in energy resources as well.

2-6. Inspection, Reporting and Compliance Procedures: See Appendix E of this SOP for inspection, reporting and compliance procedures.

CHAPTER III - MOTOR FUELS (SURFACE)

3-1. General: Motor vehicle fuel usage is an area where good planning and management practices can play a significant role in conservation of energy. Administrative vehicle use is one area that we tend to overlook in our management of resources. Commanders and supervisors must consider fuel requirements when administrative travel is to be performed.

3-2. Allocations: Fiscal year allocations of motor fuel will be published by TAG-KS.

a. Allocations will be made to activities that have bulk fuel dispensing capabilities. These allocations will not be exceeded prior to written approval of TAG-KS. Allocations are based on past experience, NGB allocations to the State, and vehicle density.

b. With the exception of the MATES at Ft Riley, the allocations (based on past experience) provided for refueling of transient vehicles of the Kansas Army national Guard. since the MATES stores and refuels equipment for a number of units, fuel that is issued for unit use will be charged to the appropriate unit. The MATES supervisor will furnish a monthly summary of issues to the USPFO for Kansas so that consumption data can be adjusted to the proper user.

3-3. Use of Credit Cards: See KS-SOP 703-1.

3-4. Fuel Usage Planning: Guidelines to assist in fuel usage planning are listed in the following Annexes. These guides are furnished to conserve energy to the maximum extent with resulting savings in costs:

a. Maintenance conservation - Annex A

b. Fuel Conservation Guides - Annex B

c. Training Activities - Annex C

CHAPTER IV - AVIATION FUELS

4-1. General: Aviation fuel usage will be governed by the flying hour program, energy allocations and available funds. Maintaining aviator proficiency, to include assuring that each aviator obtains annual minimum flying hours, will be the number one priority in use of aviation fuels.

4-2. Allocations: Commencing with FY85, allocation of gallons of aviation fuels was established. Allocations will be furnished by a letter to the Army Aviation Support Facility Commander.

4-3. Conservation Guidelines: See Annex D for conservation guidelines.

CHAPTER V - AWARDS PROGRAM

5-1. General: Recognition of individuals/groups through awards or commendations is an effective way to encourage personnel to become involved in energy conservation. Commanders/supervisors are responsible for insuring that personnel are aware of their eligibility to receive awards or commendations.

5-2. Technician Incentive Awards: NGB Technician Personnel Pamphlet 903 establishes procedures for processing incentive awards for technicians.

5-3. Military Awards: Under the provisions of AR 672-20, Army National Guard Personnel (excluding technicians) are not eligible for incentive awards. However, suggestions that are submitted by ARNG personnel will be eligible for commendation by The Adjutant General of Kansas. Suggestions should be submitted by letter through command channels to TAG-KS for consideration.

5-4. Changes to this SOP should be sent to the The Adjutant General of Kansas, ATTN: AGKS-DOFE, 131 SW 27th Street, Topeka, KS 66611-1159.

OFFICIAL:

JAMES F. RUEGER
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The Adjutant General

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A&E

MAINTENANCE CONSERVATION

Listed below are some procedures to conserve motor fuel resources at the OMS, MATES, CSMS, TMP, units and other facilities. They are not all inclusive; therefore, commanders and facility managers will conduct "brain storming" sessions with all concerned to devise additional procedures to conserve motor fuels. Regulations and policies that inhibit fuel conservation should be immediately addressed to the Director of Maintenance for resolution; identification of inhibiting factors to the DOM should include recommended alternate courses of action.

1. Commanders must ascertain all commercial vehicles are controlled individually by battalion Full Time Support Officers (FTSO) to reduce unnecessary trips and to maximize (car pooling) each vehicle going to the same location.

2. Commanders must evaluate MATES request and only request minimum track equipment required to perform the mission. Considerable fuel is used to prepare track vehicles for issue; in almost every instance requested equipment exceeds what the unit actually draws after arriving at Ft Riley.

3. Commanders will use the M911 Tractor and M747 Trailer to move track equipment to field sites and maintenance facilities to maximum extent possible. Reason -- the M747 will haul two (2) M113s.

4. Use area truck. Area truck restrictions, if any, should be addressed and reduced if within the realm of cost reduction, time, safety and other factors.

5. Commanders will insure operators use generators mounted on track vehicles instead of running the vehicle engine when vehicle is stationary and power is required.

6. Commanders evaluate vehicle fuel consumption and utilize vehicles getting the best mileage, (i.e. use the smallest vehicle available and capable of performing the mission).

7. Consistent with mission requirements, commanders should attempt to reduce the number of trips by making one trip with vehicle(s) fully loaded rather than making several trips with only partial loads.

8. Maintenance facilities will reduce vehicle run-up time to the minimum essential time required to exercise vehicle systems, i.e., hydraulics, seals, etc.

9. OM Shops should perform as many essential services at home stations instead of taking the item to the OMS, when possible.

10. Shop foremen will closely coordinate delivery of vehicles to the CSMS/MATES with pickup of equipment. Consider weapons, electronic gear, vehicles and even items for supported units that are normally picked up in Topeka.

11. Limit internal short trip vehicle operations. Do more walking.

12. Increase the use of diagnostic test equipment; reduce road tests; road test only as necessary and only as far as necessary.

13. COMET teams will use only one vehicle without justification.

14. CSMS will maximize consolidation of trips to the MATES and OMS facilities.

15. If tools and qualified personnel are on hand, OMS may perform some DS maintenance, upon request, to reduce trips to the CSMS/MATES.

16. Direct support units perform DS Maintenance on equipment in their locality consistent with IDT time and parts availability.

17. Never exceed established vehicle speeds.

18. Do not use motor fuels as a substitute for cleaning solvents.

19. Maximum utilization of National Guard busses, consistent with mission requirements, will be used to reduce the of vehicles required for mass transportation.

FUEL CONSERVATION GUIDES

1. Energy conservation will be considered in the development of training programs, both AT and IDT. An energy analysis should be included as part of the planning process to insure that energy conservation is considered in all training/mision operations. Energy intensive exercise should be kept to the level required to maintain readiness. Annual Training (AT) site Plans should take advantage of nearest sites if training mission can be accomplished. Obtain from AT site as much mission essential equipment as possible. Leave at home station, all fuel consuming equipment not required for accomplishment of the training mission. Utilize close in IDT areas to the maximum.

2. Restrict planning and utilization of fuel and energy consuming activities such as demonstrations, tours and aircraft fly-overs to those instances considered in the best interest of the Kansas National Guard. Reduce the use of fuel consuming military vehicles/equipment in support of non-military agencies and projects.

3. Use **SURFACE** transportation rather than aircraft wherever possible to reduce fuel consumption and still accomplish the mission.

4. Established speed limits are to be strictly adhereed to. The maximum speed for tactical vehicles is 50 MPH. With the exception of the M-1000 series of vehicles, which may be operated at a maximum speed of 55 MPH, drivers of tactical vehicles will not exceed 50 MPH. In addition to saving fuel this is also a safety factor.

5. Assure that maximum pooling of resource vehicles is used. All trips will be consolidated to the maximum extent possible.

6. Assure vehicles are used for their intended purpose. Maximize reduction in trips and full utilization of load carrying capacity, with a minimum number of vehicles. Small vehicles will be used in place of large vehicles whenever possible.

7. Assure vehicle maintenance is scheduled and performed in a timely manner. Proper tune-up equipment and procedures will be used to insure top engine performance. Vehicle engines should not be idled for longer than three (3) minutes.

8. Road testing of vehicles will be held to a bare minimum. In no instance should road testing exceed ten (10) miles.

9. Avoid “jack rabbit” starts and rapid stops. These practices consume excessive amounts of fuel.

10. Keep tires inflated as specified in applicable vehicle Technical Manual.

11. Assure that fuel requirements are those only necessary to fill training missions.

12. Limit individuals traveling via civilian vehicle to and from Annual Training to 10% of strength of the unit, with a minimum of three (3) individuals per civilian vehicle.

13. Personnel will be encouraged to pool transportation to and from AT/IDT.

14. Above policies will govern actions pertaining to State owned vehicles/equipment and are applicable to all State personnel utilizing any State or Federal property.

15. Reduce all aircraft activities to those essential for maintenance of flight proficiency for aviators within allocated flying hours, aircraft maintenance, essential support of approved training and administrative missions.

16. When using credit cards for fuel purchases, use self service to obtain lowest priced

TRAINING ACTIVITIES

1. As a means of establishing control over IDT training activities and thereby providing for conservation of fuel, the following courses of action will be considered as alternatives by commands:

a. Reduction/elimination of non-critical IDT training scheduled away from home station (FTX, CPX, etc.). Relocate these activities as close to home station as possible subject to availability of training area.

b. If IDT training must be conducted away from home station, the following actions will be taken:

(1) Use only the minimum number of vehicles necessary for mission accomplishment.

(2) Each vehicle taken to site will have an assigned driver and assistant driver and a full load of personnel or equipment, as appropriate.

(3) Unnecessary movement to and from training areas (e.g., home station to training site, field to garrison) will be curtailed.

(4) Maximum use of on-site equipment should be made.

(5) Leave maximum number of wheeled or track vehicles on-site in field and secured by guards during overnight or bivouac entire unit in position.

c. Consolidation of similar sections (e.g., howitzer, tank, track vehicle) for those units with low strengths.

d. Use one tracked vehicle for training several sections on a rotational basis and conduct on concurrent training.

e. Battalion units scheduled for IDT on the same date should consolidate transportation to ration pick-up site as passenger and cargo carrying space permits.

f. Units with individuals attending KMA (OCS/NCO) authorized travel by government auto should insure maximum use of car pool.

g. Training level of most units is such that training should be conducted at company/battery or lower levels. Movement if battalions to a training site will be held to a minimum.

AVIATION FUEL CONSERVATION

1. Day-to-Day Operations:

a. Rotate available aircraft for flights to minimize 7 day run-ups.

b. consolidate 7 day run-ups, MOC and MTF.

c. Schedule maintenance work in such a manner to minimize or consolidate MOC and MTF.

d. Government fuel should be purchased at AASF #1 or AASF #2. On refueling operations away from home station, use DOD refueling points or government Contract. Purchase fuel commercially only when contract fuel is not available. Not cost effective!

e. AASF Flight Operations Section will keep current listing of availability of military fuel and Government Contract refuelers.

f. AASF and unit operations will make every effort to schedule flight missions which insure crew ATM Task/Flying Hour accomplishment. Schedule the "right crew" in the "right cockpit" for the particular mission, as often as possible.

g. Carefully monitor ATM Task, Flying Hour Accomplishment, Status of individual aviators and insure that all flights undertaken accomplish required training.

h. Utilize OH-58 in lieu of UH-1 aircraft whenever possible on routine support missions.

2. Inactive Duty Training/Annual Training:

a. Use government fuel purchased at AASF #1 or AASF #2 to the maximum extent. On refueling operations away from home station, use DOD refueling points or Government Contract. Purchase fuel commercially only when impossible to use cheaper priced fuel. consider pre-positioning military fuel tankers in lieu of commercially purchased fuel if it will enhance the units POL Sectional training and is cost effective.

b. AASF Flight Operations Section will keep current listing of availability of military fuel and Government contract refuelers.

c. AASF and unit operations will make every effort to schedule flight missions which insure crew ATM Task/Flying Hour accomplishment. Schedule the "right crew" in the "right cockpit" for the particular mission.

d. Carefully monitor ATM Task and Flying Hour Accomplishment status of individual aviators and insure that all flights undertaken accomplish required training.

e. Utilize OH-58 in lieu of UH-1 aircraft whenever possible on routine support missions.

INSPECTION REPORTING AND COMPLIANCE

1. Inspections: It is neither required nor desired that buildings be routinely inspected for compliance with energy policy at other than the local level. Focus should be on the bottom line: are building temperatures maintained within prescribed limits as specified in Chapter II of this regulation or have exemptions been filed thru The Adjutant General's Office to the Department of Energy? In keeping with this policy, inspections will be as follows:

a. Internal: The senior supervisor/commander at each ANG base, ARNG station or facility will conduct an initial internal inspection to identify any building or portion thereof that would be exempt from temperature settings as contained in Chapter II of this regulation. The senior supervisor/commander at each ANG base, ARNG station or facility will appoint a building monitor in each building who will routinely monitor compliance with the energy policy.

b. External: Staff visits and inspection at all echelons of command will provide for a review of building energy policy compliance.

2. Reporting:

a. AGO Kansas Form 507 will be used in reporting the initial, quarterly, external inspections and any energy violation complaint that cannot be corrected immediately at the local level. In all cases copies will be forwarded to The Adjutant General's Office, ATTN: AGKS-DOFE, and a file copy retained at the local level.

b. Two copies of OMB Form 038-0S79046 (US Department of Energy Exemptions) will be completed on each building or portion thereof requiring exemptions. One copy will be forwarded to TAG and one will be retained at local file. If any exemption is authorized by regulation or exemptions required beyond those reflected on OMB Form 038-S79046 (DOE Exemption), then three copies of OMB Form 038-S79046 (US Department of Energy Building compliance Information) will be prepared. Two copies will be forwarded to AGKS-DOFE for review, concurrence and transmittal to the Department of Energy. One copy will be retained in local files. The above forms are to accompany the initial report if applicable. If the building is in compliance, only AGO Form 507 will be submitted and DOE Forms are not required.

c. The quarterly report will be submitted to The Adjutant General's Office, ATTN: AGKS-DOFE, to arrive not later than the first day of a new quarter (1Oct, 1Jan, 1Apr, 1Jul).

d. The external report will be submitted within fifteen (15) days after the visit or inspection.

e. Report of Compliance will be forwarded immediately unless the violation can be corrected at the local level within twenty-four (24) hours. if correctable within twenty-four (24) hours, then the report would be placed on file with info copy forwarded routinely to AGKS-DOFE indicating corrective action taken.

3. Compliance: Includes inspections and reporting as discussed in paragraph one and two and the following:

a. Certificate of Building Compliance: (OMB 038-S79046) shall be prominently posted inside and near the main entrance to each building immediately upon receipt of this regulation. The Certificate of Building Compliance must contain the following statement:

Anyone noting temperatures in this building that exceed the statutory limits (78 degrees minimum in summer and 65 degrees maximum in winter) should contact (name of individual) responsible for building at (telephone number). Should action not be taken promptly to correct his deficiency, individual should contact the facility engineer at (telephone number). If corrective*

action is not taken within a reasonable time, individual may contact the Department of Energy at (800) 424-9120 to advise of non-compliance.

b. Any employee or citizen has the lawful right to complain should the building be found in non-compliance with Department of Energy Guidelines, and those complaints will receive top priority in resolving the deficiency.

c. The Adjutant General will appoint an investigating officer to review all complaints that cannot be resolved as specified in paragraph 2 above.

4. Summary: This program is an important aspect of the National Energy Conservation Program and compliance is absolutely necessary in achieving energy reduction goals. All energy forms as discussed herein will be available for issue in The Adjutant General of Kansas, ATTN: DOIM-ASB, 2800 S. Topeka Blvd, Topeka, KS 66611. Department of Energy booklet "How to Comply with the Emergency Building Temperatures Restrictions" is available at the local Department of Energy office, Post Office and The Adjutant General's Stockroom. This booklet also contains the DOE Compliance form, exemption information forms, building compliance forms, and detailed instructions. All building energy reduction files are subject to inspection both internal and external.

*This does not relieve the requirement for lower temperatures in areas specified in Chapter II of this regulation.

EMERGENCY BUILDING TEMPERATURE AND HOT WATER RESTRICTION
COMPLIANCE REPORT

TO: The Adjutant General
ATTN: AGKS-DOFE
131 SW 27th Street
Topeka, KS 66611-1159

FROM: DATE:

1. Type Report: Initial Quarterly External Complaint
(Circle appropriate one)

2. Building Description and Number:

3. Compliance Status: Full Compliance Exempted Compliance
(Circle appropriate one)
Exempted from Compliance by DOE

4. Exemption Status: None Required Requested Approved

5. Complaints Received:* Number _____ Corrected _____ Forwarded _____

6. Certificate of Compliance Posted: Yes No

7. Files Available for Inspection: Yes No

8. Remarks:

clarify in block 8 below. Show for previous quarter only, unless previously identified complaints have not been corrected.

Report required on each building that has heat and/or domestic hot water.

AGO Kan For 507